UNITED
NATIONS

ST

Secretariat

ST/IC/1993/66
2 December 1993

INFORMATION CIRCULAR

To: Members of the Staff

From: The Director of Personnel

Subject: PLACEMENT AND PROMOTION*

1. Effective 15 November 1993, placement and promotion policies in the Secretariat are governed by the provisions of ST/SGB/267 of 15 November 1993 and ST/AI/390 of 15 November 1993. The purpose of this circular is to draw the attention of the staff at large to some important procedures related to the placement and promotion system. Staff members' cooperation and compliance with these procedures will facilitate the implementation of the system and speed up the process.

Posting of vacancies

2. At Headquarters, the list of vacancies for all posts to be published by the Office of Human Resources Management (OHRM) in accordance with the relevant provisions of ST/AI/390, will be posted on the bulletin boards in the lobby of the Secretariat building (near the cafeteria), on the 2nd floor (lounge area) of the DC-1 building and on the 3rd floor of the DC-2 building. The list of vacancies for posts in the Professional category and above will be electronically transmitted to offices away from Headquarters on the day of posting in New York. The list of vacancies for all posts will also be transmitted to the chiefs of administration of field missions for immediate posting at their respective duty stations. The transmission date will appear on the list of vacancies for the purpose of establishing the deadline for application.

Application for vacancies

3. Staff members may apply for published vacancies within three weeks of the publication or transmission date. In applying for vacancies, staff members must indicate their name and index number, the vacancy number, and the post number

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* Personnel Manual index No. 4087.

and title. They may update the factual information that is in their official status file, if necessary, and attach a copy of their latest performance evaluation report, if available. Applicants should also write a statement, not exceeding one page, to explain why they believe they qualify for the post. A sample one-page application form is attached to this circular as an annex and staff members are urged to use this format in their applications, which must be sent directly, by fax if necessary, to the recruitment and placement officer or local personnel officer whose name and fax number appear for that vacancy.

Review by staff members of their official status file

4. As noted in paragraph 11 of ST/AI/390, staff members should regularly review their official status files. At Headquarters they should address a written request to the Supervisor, Personnel Records Unit, room S-2465. At offices away from Headquarters, they should contact the local personnel office. Should any information relevant to their qualifications be missing, such omission should be brought to the attention of their executive/administrative officer or the head of administration of their department or office. These officers will be responsible for ensuring that the records are updated as appropriate.

Eligibility

5. In order to qualify for consideration for internal vacancies, staff members in the General Service and related categories must have been recruited through the established recruitment procedures of the United Nations Secretariat. Staff members in the Professional category must have been recruited through the United Nations Secretariat appointment and promotion bodies or competitive examinations and must be at the same level of the post or one level below. If the latter, staff members must fulfil the established requirement of minimum seniority in grade for the category of their current position.

6. The established requirement of minimum seniority in grade for staff in the Professional category and above is as follows:

P-1 to P-2 - Two years

P-2 to P-3 - Three years

P-3 to P-4 - Three years

P-4 to P-5 - Five years

P-5 to D-1 - Five years

7. For staff in the General Service and related categories, the established requirements of minimum seniority in grade will be announced in separate circulars at the duty stations concerned.

8. Guidelines and special measures to improve the status of women will continue to apply, particularly ST/SGB/237 of 18 March 1991 concerning the seniority of women staff. Seniority of women staff should be calculated as the average seniority in their current grade and in their immediately preceding grade.

Pre-review procedure

9. Staff members who have applied for a vacancy and who have been notified by OHRM or the local personnel office, in accordance with the relevant provisions in ST/AI/390, that they have not been recommended, may, if they so wish, provide, in writing, additional information relevant to their application which may not be available to the appointment and promotion bodies. This information must be provided within 10 working days from the day of notification, and must be addressed to the chairman of the appropriate appointment and promotion body through its secretariat. 1/ If received on time, this additional information, which must be in a concise format not exceeding one page, will be available to the appointment and promotion bodies at the time the case is being considered.

10. In order to facilitate the pre-review procedure, applicants are requested to provide additional information in multiple copies to the appropriate appointment and promotion body, as follows:

(a) For posts in the General Service and related categories: 12 copies;

(b) For posts in the Professional category and above: 25 copies.

Selection, movement and promotion

11. Following the decision of the Secretary-General, the secretariat of the appointment and promotion bodies will inform the selected staff member, and the applicants who have submitted additional "pre-review" information, of the outcome of the selection process.

12. Selected candidates must be released from their current posts at the earliest possible date, but normally not later than six weeks after their selection. Justification for any delay beyond this period will have to be submitted by the releasing department/office to the Director of Personnel for approval.

13. OHRM will publish a quarterly list of staff transferred laterally or promoted under this system.

Transitional period cases

14. For posts which became vacant during the transitional period, i.e., from 1 July 1993 to 15 November 1993, or before, cases should be presented to the appropriate appointment and promotion bodies without delay, together with the list of collaterals considered. In any instance where a post has been encumbered by a staff member whose grade is two levels below that of the post, a vacancy announcement must be circulated without delay.

Notes

1/ Cases in the General Service and related categories will be considered by the Appointment and Promotion Panel at the duty station where the vacancy is located. Cases at the P-2 to P-4 levels will be considered by the Appointment and Promotion Committee at the duty station where the vacancy is located. Cases at the P-5 and D-1 levels will be considered by the Appointment and Promotion Board in New York. Cases for promotion to the D-2 level will be governed by the provisions of ST/SGB/266 of 5 November 1993.

Annex

UNITED NATIONS **NATIONS UNIES**

APPLICATION FOR VACANCY

(For use by United Nations Secretariat staff members only)

Section one: Personal data

Name: _____ _____ _____
Last *First* *M.I.*

Duty Station: _____

Period at Duty Station: _____

Index Number: _____
Current title: _____
Grade/Step: _____
Dept/Office: _____

Section two: Vacancy

Vacancy Announcement Number: _____

Post Number: _____
Post Title: _____
Dept/Office: _____
Duty Station: _____

Latest copy of PER attached: ☐ Period covered in PER: _____

Statement of qualifications (Please limit comments to space provided - Please TYPE or PRINT clearly):

This application should be signed and submitted (by fax if necessary) to the RPO/LPO indicated in the Vacancy Announcement.

Date: _____ Signature: _____ PPS-2